

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

October 20, 2011

SUBJECT: CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION - REVISED

EFFECTIVE: IMMEDIATELY

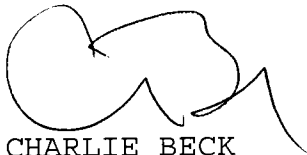
PURPOSE: This Order revises Department Manual Section 3/405, *Confidential Nature of Department Records, Reports, and Information*, to clarify that audio/video recordings shall be regarded as confidential.

PROCEDURE: CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION - REVISED. Attached is the revised Department Manual Section 3/405, *Confidential Nature of Department Records, Reports, and Information*, with revisions indicated in italics. The term "audio/video recordings" has been added to this section.

AMENDMENT: This Order amends Section 3/405 of the Department Manual.

MONITORING RESPONSIBILITY: All commanding officers shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

Department Manual
Volume III
Revised by Special Order No. 22, 2011

405. CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION. All official files, documents, records, reports, photographs/imaging/*recordings* and information held by the Department or in the custody or control of an employee of the Department shall be regarded as confidential. Employees shall not disclose or permit the disclosure or use of such files, documents, reports, records, photographs/imaging/*recordings* or information, except as required in the performance of their official duties. The unauthorized use of information obtained through employment with the Los Angeles Police Department can subject the employee to possible disciplinary action and/or criminal prosecution. This includes information obtained from manually-stored records, as well as information obtained from automated records.

Note: Photographs/imaging/*recordings* include, *but are not limited to*, imaging such as mug shots, in-car video footage, digital interviews, digital photographs, *audio or video recordings*, etc.

Supervisors in units having access to terminal points for City-controlled computers containing confidential information shall complete an Operator Security Statement, Form 01.58.00, for each employee having access to such terminals.

Note: The home address, telephone number, and other personal information concerning Department employees may be released to persons both within and outside the Department only with approval of the watch commander or officer in charge.